



TRANSFER OPPORTUNITY

Office Technician (Typing)

Department of Industrial Relations

State Mediation/Conciliation Services (SMCS)

Oakland

Position: Office Technician (Typing) \$2598-3157 per month

Location: 1515 Clay Street, Oakland, CA 94612

Duties: Under the general direction of the Supervisor SMCS, CEA I, the Office Technician serves as the lead administrator of a complex arbitration system and exercises a high degree of initiative, independence and originality in performing the following:

Reviewing and screening approximately 750 requests for arbitration services per year for priority action and reply. Exercising excellent judgment in determining what problems need the attention of the Supervisor and what can be handled independently. Maintaining the Panel of Arbitrators Selection System (PASS), a complex filemaker computer program that generates and tracks arbitrator assignment information. This includes updating the arbitrators' activity reports and selection data, as well as making recommendations to the supervisor regarding the addition and deletion of arbitrators from the list. Identifying arbitration system problems and making recommendations for changes.

Anyone eligible for transfer may apply by sending a standard State (Form STD 678) to:

Department of Industrial Relations
P.O. Box 420603
San Francisco, CA 94142
Attention: Terry Stevenson
Telephone: (415) 703-4381
CALNET 593-4381

Submit application by **May 10, 2007**

Applications will be reviewed and interviews may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.